

24 September 1979

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MEMORANDUM FOR: Chief, Geographic and Cartographic Research

SUBJECT : Graphics Preparations of OIA Products

1. OIA produces basically two types of publications--hard-copy reports (research papers, reference aids, and a monthly serial publication) and typescript memorandums (Imagery Analysis Memorandums, or IAMs). Of these two types, the typescript memorandums constitute the bulk, accounting for approximately 60 percent of production. Currently, OIA's graphics branch provides the design and layout as well as the camera-ready artwork for both types of products. The publications are printed by NPIC.

2. OIA has agreed with PPG, on a trial basis, to have three of its hard-cover reports processed by PPG and printed by P&PD over the next several months. The intent of this experiment, from our perspective, is to determine if the use of PPG and P&PD services will improve the presentational quality of a report without delaying the speed with which it is published. We intend, therefore, to carefully monitor the production flow of these trial reports.

3. We anticipate that this experiment will have no substantial impact on the duties or responsibilities of OIA's graphics branch. According to our understanding with PPG, OIA's graphics branch will perform the camera-ready artwork (including annotated photographs, drawings, graphs, and figure numbers and titles) as well as the layout and design for the three hardcover reports to be processed by PPG. PPG will provide their editorial and proofing services, typeset textual matter, and do the actual paste up (according to layout sheets provided by OIA) as well as establish the priority for printing by P&PD. They will also review the OIA prepared graphics presentation and report layout design and--if necessary--work with OIA graphics personnel to ensure these facets of the report preparation are in agreement with PPG standards. OIA will continue to be responsible for all aspects of the production of other hard-copy reports as well as all typescript memorandums. Additionally, it is agreed that should OIA ultimately decide that it would be advantageous for all of its hard-cover reports to be published through PPG channels, the OIA graphics branch responsibilities would remain virtually the same.

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Deputy Director  
Imagery Analysis

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